

BLENDed REVIEW PARTICIPATION ROLE FOR FEDERAL REVIEWER

Review Dates: September 28- October 6, 2016

Instructions

1. Read and print this document for easy reference throughout the review.

General expectations for Federal Reviewers:

1. In the instance where a Federal Reviewer is unable to commit to the review schedule, the Review Coordinator may seek a replacement Federal Staff Reviewer for review competition.
2. By participating in the review of applications, you understand that CNCS may provide a portion of your completed review forms to applicants for feedback and the public after grant announcements are made. CNCS removes the names of Review Participants prior to releasing review forms and comments to applicants and the public. Your name will not be made public as part of the transparency posting for the grant competition announcement.
3. Please take note of the following review schedule. Orientation sessions are **required**:

As a participant in this Blended Review Process you are asked to complete your review activities consistent with the following review schedule. All orientation and training sessions are **required** for review preparation. **The following is an overview—please consult the Timeline and Milestones document for a detailed guidance of the review schedule.**

Activities	Schedule/Date Due
Review all materials on Reviewer Resource Webpage, including the 2016 SIF Pay for Success Round 2 <i>Notice</i> , and prerecorded Orientation Sessions.	Available via the Reviewer Resource Webpage
Complete all orientations	By September 28, 2016
Receive panel assignments, preview applications, and report any COIs to CNCS staff	By September 28, 2016
Panel Introduction Call – coordinate with panel members, determine lead reviewer (approx. 45 min)	At the start of the review; exact call time determined by each panel
Complete draft review forms for each application reviewed	For reference-not to be submitted complete in sets (<i>prior</i> to each Panel Consensus Meeting)
Panel Consensus Meeting (estimated 2 calls)	Call schedule determined by each panel
Lead Reviewer-Revise and submit <i>final</i> Panel Consensus Form for each application reviewed	Rolling deadlines; complete in sets (<i>after</i> each Panel Discussion Calls; all forms must be submitted no later than Wednesday, February 10th noon ET

Perform quality assurance checks on your review to ensure accuracy and high-quality in the review products	Ongoing throughout the review. All review products materials must be finalized and submitted to CNCS final
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Federal Reviewer Overview

As a Reviewer, you will be carrying out your duties and responsibilities under the direction of a CNCS staff member work as a Grants Application Review Process (GARP) Liaison. You must complete all your work in accordance with published CNCS guidelines and Review resources.

You must assess the application using the specific Selection Criteria. Applications are grouped thematically into panels and Reviewers are assigned based on their matching experience and expertise. Use your experience and expertise to assess how the application addresses the Selection Criteria.

Before the review process begins, **Reviewers** are required to:

- ☐ **Complete all orientation sessions and training requirements on time.**
- ☐ Check for possible COI upon receipt of panel assignment and applications, and notify your Panel Coordinator (PC) and GARP Liaison immediately of any potential conflicts, and if any arise during your participation.

Once the review process begins, **Reviewers** are required to:

- ☐ Maintain the confidentiality of information about applicants and Review Participants related to this review in a manner consistent with the Confidentiality & COI Form.
- ☐ Be timely in your correspondence with your PC, assigned panel members, GARP Liaison, and the CNCS Review Coordinators throughout the review process.
- ☐ Fully cooperate with the PC and other Review Participants during the review and when receiving feedback.
- ☐ Participate in your Panel Introduction Call and the subsequent Panel Consensus Meetings.
- ☐ Read each application assigned to the panel.
- ☐ **Evaluate applications objectively – independent of any personal feelings or knowledge you may have about the applicant that is not included in the application.**
- ☐ Provide a thorough and objective assessment of each application.
- ☐ Complete your draft IRF consistent with the specifications and standards set forth in the Orientation Sessions and training materials.
- ☐ Participate in the Panel Consensus Meetings for each application reviewed.

Complete all review duties consistent with the specifications and standards set by CNCS and covered in the training and review materials.